



## Cash Donation Form

***Please make checks payable to: City of Arlington***

Company/Organization Name: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

My donation is for: \_\_\_\_\_

Project Coordinator or Contact (if known): \_\_\_\_\_

Amount of donation: \_\_\_\_\_

Can we count on you for a yearly donation to this project? \_\_\_\_\_ yes \_\_\_\_\_ no

In the event that a portion of your donation is remaining after completion of the project, would you like the donation to:

\_\_\_\_\_ be used for the same project next year

\_\_\_\_\_ go to a similar community project in the same department

\_\_\_\_\_ be used for another city event \_\_\_\_\_

\_\_\_\_\_ be returned

Your donation may be tax deductible; would you like to receive a receipt for your records?

\_\_\_\_\_ yes \_\_\_\_\_ no

This form will serve as your receipt. This donation was received with no goods or services provided.

\_\_\_\_\_  
Signature

Thanks for your donation!

Please return this form, along with the donation to:

Paulette Uzée  
Finance Department  
City of Arlington  
Box 90231  
MS 63-0800  
Arlington, Texas 76004-3231

### City of Arlington Internal Use Only

Amount Received: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Copy sent to Department on: \_\_\_\_\_

Copy sent to Donor on: \_\_\_\_\_